Protocol Summary Document



- 1. Welcome the participant
- 2. Start a new interview protocol through network interviewer.
- 3. Remember to add the correct participant ID.
- 4. Request permission to record the session
- 5. If request granted, make sure to
 - a. turn on captions and
 - b. start the recording
- 6. Explain the general procedures of this interview
 - a. proctored (you are available to help and clarify and guide participants through the survey)
 - b. using the "control my screen option"
 - i. You can give participants control over you screen through the "remote control" option in the zoom tool bar
- 7. Share your screen (the interviewer survey open)
- 8. Hand over remote control

Coach	/5.netcanvas	

An interactive survey to contextualize the experiences of instructional coaches in alternative licensure programs in special education.



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DOCUMENT CREATED: 4/8/2024 3:03:13 PM

- 9. Guide participants through each section of the interview.
- 10. You can ask follow up questions, if you think the typed answer is a bit brief or vague, or incomplete. Because we are recording, it is ok if the participant does not edit and/or add on to their typed answer; you do not need to try to type up or handwrite their additional information either.

Contents

STAGES

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- 8. Social Support
- 9. Emotional Support
- 10. Edge Maker
- 11. ties generators
- 12. Data Permissions

CODEBOOK

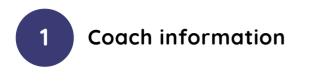
Ego

NODE TYPES



EDGE TYPES







Coaching Context information

In this part, we will ask you some basic questions about your professional context as a coach, including some personal background information.

FORM

VARIABLE	COMPONENT	PROMPT
123 Age	Number	What is your age?
Female	ToggleButtonGroup	With what gender do you identify?
Race	CheckboxGroup	What race(s) do you identify with? You can choose as many as apply.
tl) Ethnicity	RadioGroup	Are you of Hispanic, Latino, or Spanish origin?
EducationLevel	ToggleButtonGroup	What is the highest level of education you've achieved?
PrepProgram	TextArea	Which teacher preparation program or administrative licensure program did you complete?
123 YrExperience	Number	How many years have you worked in education? This includes time as a para, teacher, administrator, etc. Please round up to the next full year.
EdPositions	TextArea	Name the type of positions you've had during this time. Please be as specific as possible.
123 YrCoach	Number	How long have you been working as an instructional coach? You can include time as a coach in the XXXX program, but also any other instructional coaching positions you've had. Please round up to the next full year.

Script: To start the survey, we will ask you some easy questions about your background and professional context as a coach. These are all short questions to get us started.

NOTE: Make sure to ask follow up questions on the open ended questions!

Extra information and examples for selected questions

For ethnicity: The category "Hispanic, Latino, or Spanish origin" includes all individuals who identify with one or more nationalities or ethnic groups originating in Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures. Examples of these groups include, but are not limited to, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, and Colombian. "Hispanic, Latino or Spanish origin" also includes groups such as Guatemalan, Honduran, Spaniard, Ecuadorian, Peruvian, Venezuelan, etc. If a person is not of Hispanic, Latino, or Spanish origin".

For highest degree: note that in progress degrees for this question do not count. We only count degrees that have been conferred.

For licensure: Probe a bit for name of program, institution, and what license it led to.

Examples (Teach for America, University of Hawaii at Manoa, special education k-12; XXXX Utah State University, special education mild moderate; teaching and learning, USU, administrative supervisory license).

For years in education: Only paid positions count here. Do not count: practicum experiences, student teaching, peer tutoring experiences (unless they got paid).

For positions: We do want coaches to be specific. They can think about grade levels taught, specific subjects, etc.

Examples (High school resource special education math; 3rd grade general education; inclusive preschool teacher; elementary resource special educator

6th grade general ed mathematics.)





Coaching Setting and Context

Now, we'll ask you some questions about your coaching setting and the context surrounding your job as a coach

F	0	R	М

VARIABLE	COMPONENT	PROMPT
SizeDistrict	RadioGroup	What is the size of the school district you work in?
TypeDistrict	RadioGroup	What best describes the majority of schools where you provide coaching?
123 CoachLoad	Number	How many beginning teachers are currently on your coaching load?
TypeCoachee	TextArea	What kind of positions do the beginning teachers on your coaching load have? Try to be as descriptive as possible. Some examples are: paraeducator in general education; paraeducator in special education; middle school special educator, high school math teacher.
CDbservation_fr	Text	How often do you typically observe a teacher on your caseload?
Observation_feedback	CheckboxGroup	How do you typically provide feedback on your observations?
FrqMeet	Text	How often do you typically meet with a beginning teacher on your coaching load?
LengthMeet	Number	How long is a typical meeting? Provide your answer in approximate minutes.
Responsibilities	TextArea	Besides coaching, what other responsibilities do you have in your school or in the district?

Script: In this next section, we will ask you more questions that will help us contextualize your coaching situation.

NOTE: Make sure to ask follow up questions on the open ended questions!

Extra information and examples for selected questions

For district size: We have no hard and fast rules for size. This is contextual and based on the participants perception.

For school description: We have no hard and fast rules for school status. This is contextual and based on the participants perception.

For descriptions of beginning teacher: Probe a bit if this is left too general; ideally we would like to know special ed vs general ed; student population; grade level; content area.

For observations: We count both formal observations (XXX class assignments or district mandated observations) and informal observations (pop-ins, requests from the coachee, additional supports). however, the observation should have coaching as the intent.

nonexample: the coach goes in to observe a student behavior and take data on a student, but happens to see something the coachee is doing.

nonexample: the coach is a classroom teacher and is watching the coachee in their role as a para, providing notes from a supervisor perspective.

For meetings: The meeting should include a exchange of information related to instruction/working with students/the teaching profession (teaching strategies, modeling, lesson planning together, problem solving, talking through any issues, feedback on observations, etc.). however, the meeting should have coaching as the intent.

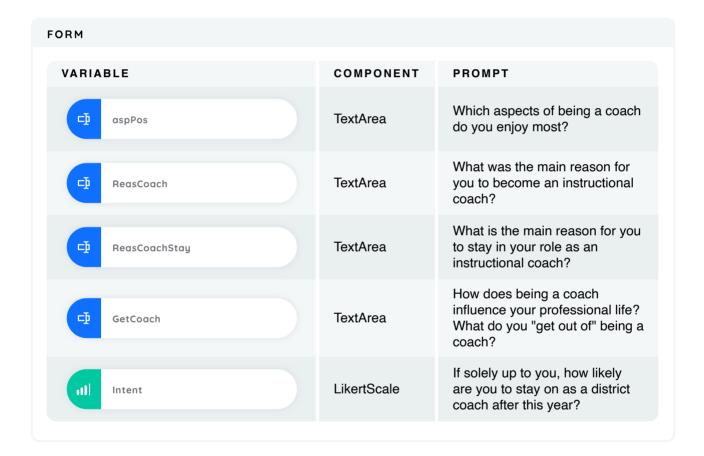
nonexamples: Having lunch, IEP meetings, PLC meetings etc.





Your feelings about being an instructional coach

Now we'll ask some question about your satisfaction as an instructional coach and your intentions to stay on as a coach. These are almost all open ended questions and you can elaborate as much as you like.



Script: Being a coach can be tough and rewarding. We want to know more about how you feel about being a coach.

NOTE: Make sure to ask follow up questions on the open ended questions! We do not provide directions here, because we do not want to lead the participants into a certain direction. If a coach seems to be confused about a questions, it's ok to reword the question or talk through what they perceive it to mean.

Extra information and examples for selected questions

For "choice": Imagine a situation where you could choose to be a coach. so, even if your district might not have a new teacher next year that you could coach, we're imagining a situation that there would be someone to coach. Or, even if your role will change next year, imagine it didn't, and there was time provided for you to coach.

4 Nar	ne Genero	ator	Within the post & mentiful, who have you hill close to, or documed important periodic institute with?
SUBJECT	Person		
VARIABLES	name		Calculation 💽
QUICK ADD			
VARIABLE	name		
TYPE	text		

PROMPTS

1. Think of colleagues you interact with fairly frequently. Please "name" between 10-25 colleagues by either using nicknames or initials that you will be able to remember later.

BEHAVIOURS

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MAXIMUM NODES ON STAGE 25
MINIMUM NODES ON STAGE 10
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INTERVIEWER SCRIPT

Script: Now we're moving on to the next section of the survey. This task asks you to name between 10 and 25 colleagues that you interact with fairly frequently. Please do not use their real names, but provide nicknames or initials that you can remember later. There will be questions about each of your colleagues in the next section.

NOTE: Participants can type and use the enter key to add a name. The minimum is 10, the survey will not go forward with less names.

Extra information and examples for selected questions

If participants have a hard time coming up with at least 10 people, you can help them by mentioning support personnel (secretary; lunch lady; janitor) or colleagues at different schools.



PROMPTS

1. Please indicate the gender of your colleagues, to the best of your knowledge.

VARIABLE	Gender	
BIN SORT ORDER	1. I name	(ascending)
BUCKET SORT ORDER	1. 🖵 name	(ascending)
. What is each of your colleague	es' role within the school system?	
VARIABLE Sch	noolRole	

INTERVIEWER SCRIPT

Script: Tells us a little bit more about your colleagues! These are drag and drop sections. If you make a mistake, you can click on the bucket and move a colleague to a different bucket.

NOTE: Before you move on to the next page, please prompt the participant to check the content of each of the buckets (by clicking on them and checking the names).

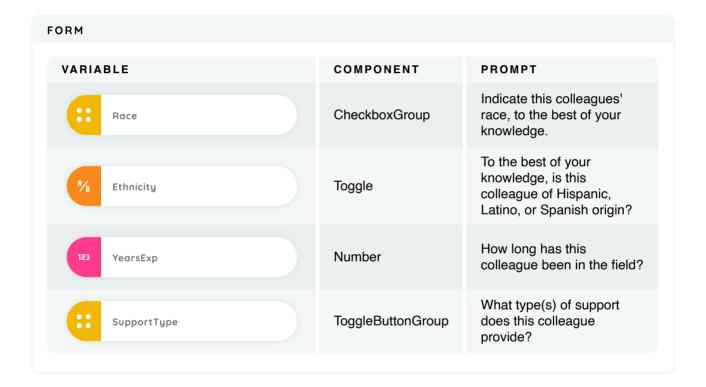
Extra information and examples for selected questions

For Gender: To the best of your knowledge.... if they are unsure, you can ask if they know the person's preferred pronouns.



Your colleagues

We will now ask some additional questions about your colleagues. Please answer the questions to reflect the best of your knowledge.



Script: There's more to your colleagues! Now we will fill out a card for each of them with some more background information. I will share a document with you that has definitions and example of the different types of support we are asking about. Take a second to read through the document and ask questions if anything is unclear.

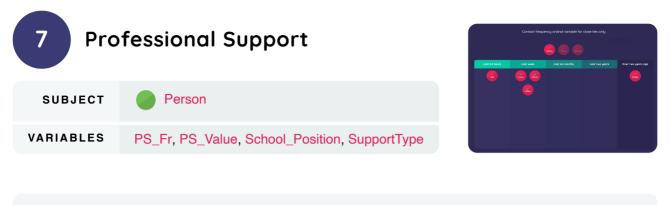
NOTE: Make sure to put the word document in the chat at this point. (You have the participant's email in case the chat is not functional).

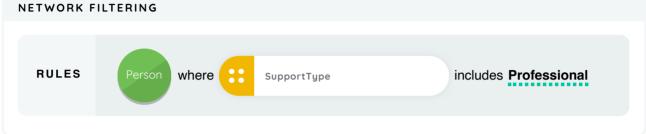
Extra information and examples for selected questions

For ethnicity: The category "Hispanic, Latino, or Spanish origin" includes all individuals who identify with one or more nationalities or ethnic groups originating in Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures. Examples of these groups include, but are not limited to, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, and Colombian. "Hispanic, Latino or Spanish origin" also includes groups such as Guatemalan, Honduran, Spaniard, Ecuadorian, Peruvian, Venezuelan, etc. If a person is not of Hispanic, Latino, or Spanish origin".

For years in education: Only paid positions count here. Do not count: practicum experiences, student teaching, peer tutoring experiences (unless they got paid).

For support: This is where you have the cheat-sheet. Participants can choose one or more types.





PROMPTS 1. How often do they provide you with professional support? VARIABLE ull. PS_Fr BUCKET SORT ORDER •00 School_Position 1. (ascending) 2. How helpful is the professional support your colleagues provide? VARIABLE ull. PS_Value BUCKET SORT ORDER •**1**] PS_Fr 1. (descending)

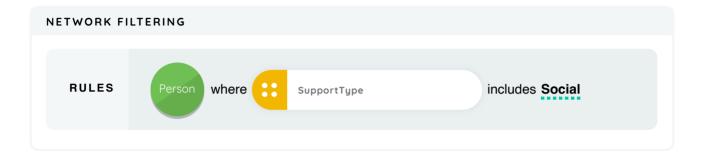
Script: A lot of colleagues provide you with professional support. The next questions ask you how frequently they do this, and how helpful you think it is. You can drag each colleagues' name to the correct category. You will be able to change their categories if you need to.

NOTE:

Extra information and examples for selected questions

For helpful: This is just based on perception. It is possible that professional support provided is not perceived as helpful (organization tips that don't align with personality; coaching tips based on pseudoscience, etc.)





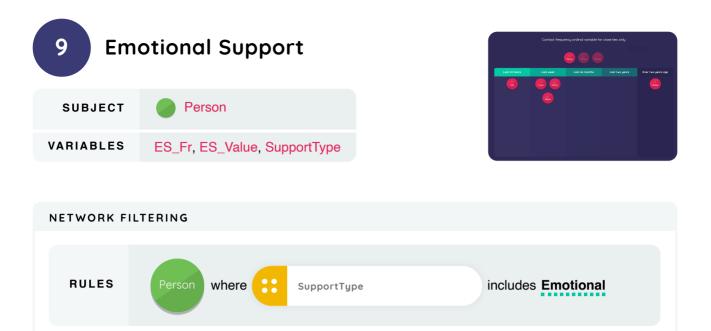
PROMPTS		
1. How often do they provide you	u with social support?	
VARIABLE	ss_Fr	
BUCKET SORT ORDER	1. School_Position	(descending)
2. How helpful is the social supp	ort your colleagues provide?	
VARIABLE	ss_Value	
BUCKET SORT ORDER	1. SS_Fr	(ascending)

Script: A lot of colleagues provide you with social support. The next questions ask you how frequently they do this, and how helpful you think it is. You can drag each colleagues' name to the correct category. You will be able to change their categories if you need to.

NOTE:

Extra information and examples for selected questions

For helpful: This is just based on perception. It is possible that social support provided is not perceived as helpful (tips on how to deal with colleagues that don't work)



PROMPTS		
1. How frequently do they provid	e you with emotional support?	
VARIABLE III ES	_Fr	
2. How helpful is the emotional s	support your colleagues provide?	
VARIABLE	ES_Value	
BUCKET SORT ORDER	1. ES_Fr	(ascending)

Script: A lot of colleagues provide you with emotional support. The next questions ask you how frequently they do this, and how helpful you think it is. You can drag each colleagues' name to the correct category. You will be able to change their categories if you need to.

NOTE:

Extra information and examples for selected questions





PROMPTS

1. Indicate how connected you feel to each of your colleagues by placing them on the circle. Then tap on two names to indicate you think they interact with each other without you being present.

CREATES EDGE	< Colleague	
ALLOW HIGHLIGHTING	FALSE	
SORT BY PROPERTY	1. Image: ES_Value 2. Image: Image: ES_Value 3. Image: Image: Image: ES_Value	(descending) (descending) (descending)

INTERVIEWER SCRIPT





Wrap up

In the previous section, you indicated how close you feel to your colleagues and made ties if you think your colleagues interact with each other without you being present. In this following section, we want to make sure you didn't miss any ties. We will go through the remaining pairs for you to check if you missed any.

PROMPTS

1. Do these two colleagues interact with each other without you being present?

CREATES EDGE <Colleague

INTERVIEWER SCRIPT

This is a check to see where these notes come up





Sharing your data

Thank you for your participation in our research project. We would like to share data from this project with the wider public. We will never share your name, or other identifiable information about your colleagues.



INTERVIEWER SCRIPT			

Ego

Name	Туре		Used In
123 Age	number		Coach information
⊈ aspPos	text		Job Satisfaction
123 CoachLoad	number		Coaching Setting and Job Context
⁰ Data_perm	boolean		Data Permissions
EdPositions	text		Coach information
EducationLevel	categorical		Coach information
EducationLevel	VALUE	LABEL	
	0	Bachelor's	
	1	Master's	
	2	Specialist's	
	3	PhD or professional degree (MD, JD)	
al. Ethnicity	ordinal		Coach information
[1] Ethnicity	VALUE	LABEL	
	0	No	
	1	Yes	

Name	Туре		Used In
Female	categorical		Coach information
Penidie	VALUE	LABEL	
	1	Female	
	0	Male	
	3	Transgender	
	4	Genderqueer/non- binary	
	5	Different identity	
	6	l prefer not to answer	
FrqMeet	text		Coaching Setting and Job Context
GetCoach	text		Job Satisfaction
Intent	ordinal		Job Satisfaction
Intent	VALUE	LABEL	
	4	highly likely	
	3	likely	
	2	I'm not sure yet	
	1	unlikely	
	0	highly unlikely	
LengthMeet	number		Coaching Setting and Job Context

Name	Туре		Used In
Observation_feedback	categorical		Coaching Setting and Job Context
Ubset Valion_Teedback	VALUE	LABEL	
	0	Email	
	1	Face-to-face meeting	
	2	Virtual meeting	
	3	Phone call	
	4	Other	
C Observation_fr	text		Coaching Setting and Job Context
PrepProgram	text		Coach information
Race	categorical		Coach information
Nuce	VALUE	LABEL	
	0	White	
	1	Black	
	2	American Indian or Alaska Native	
	3	Asian	
	4	Native Hawaiian or Pacific Islander	
	5	Some other race	
	6	l prefer not to answer	
ReasCoach	text		Job Satisfaction
ReasCoachStay	text		Job Satisfaction
Responsibilities	text		Coaching Setting and Job Context

Name	Туре		Used In
SizeDistrict	ordinal		Coaching Setting and Job Context
	VALUE	LABEL	
	0	Small	
	1	Medium	
	2	Large	
□] TypeCoachee	text		Coaching Setting and Job Context
	ordinal		Coaching Setting and Job Context
TypeDistrict	VALUE	LABEL	
	0	Rural	
	1	Suburban	
	2	Urban	
123 YrCoach	number		Coach information
123 YrExperience	number		Coach information



Name	Туре		Used In
Closeness	layout		Edge Maker
ES_Fr	ordinal		Emotional Support Emotional Support
	VALUE	LABEL	
	4	Daily	
	3	2-4 times a week	
	2	Once a week (weekly)	
	1	1-2 times a month	
	0	Every couple of months	
	ordinal		Emotional Support
ES_Value	VALUE	LABEL	
	4	Always Helpful	
	3	Mostly Helpful	
	2	Sometimes Helpful	
	1	Rarely Helpful	
	0	Never Helpful	
[₽] ∕ _₿ Ethnicity	boolean		AlterInfo_1
	categorical		Alter_Information
Gender	VALUE	LABEL	
	0	Male	
	1	Female	
	2	Other	
name	text		Name Generator Alter_Information Alter_Information

Name	Туре		Used In
PS_Fr	ordinal		Professional Support
	VALUE	LABEL	Professional Support
	4	Daily	Cappon
	3	2-3 times a week	
	2	Once a week (weekly)	
	1	1-2 times a month	
	0	Every couple of months	

all

PS_Value

ordinal

Professional Support

VALUE	LABEL
4	Always helpful
3	Mostly helpful
2	Sometimes helpful
1	Rarely helpful
0	Never helpful

Race

categorical

AlterInfo_1

VALUE	LABEL
0	White
1	Black
2	American Indian or Alaska Native
3	Asian
4	Native Hawaiian or Pacific Islander
5	Other

Name	Туре		Used In
School_Position	ordinal		Professional Support
	VALUE	LABEL	Social Support
	0	Principal	
	1	Para	
	2	Sped Teacher	
	3	Gened Teacher	
	4	Administrative Staff	

SchoolRole

categorical

Alter_Information

VALUE	LABEL
1	Principal
2	Teacher
3	Para
4	Administrative School Staff
5	District personnel
6	Other

SS_Fr

ordinal

Social Support Social Support

VALUE	LABEL	
4	Daily	
3	2-4 times a week	
2	Once a week (weekly)	
1	1-2 times a month	
0	Every couple of months	

SS_Value	ordinal		
33_vulue			Social Support
	VALUE	LABEL	
	4	Always Helpful	
	3	Mostly Helpful	
	2	Sometimes Helpful	
	1	Rarely Helpful	
	0	Never Helpful	
	categorical		AlterInfo_1 Professional
SupportType	VALUE	LABEL	Support Social Support
	0	Professional	Emotional Support
	1	Social	
	2	Emotional	
123 YearsExp	number		AlterInfo_1



Name Type	Used In
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No variables to display.